

Dual Credit Policy

Application and Approval Process

Application Process

- Schools should produce a list of acceptable dual credit courses or a student should OK the classes they wish to take for dual credit with their local school administrator if they are not on the list.
- Student applies for college admission, completing college application for enrollment. This is turned in to the student's college.
- Students who qualify for free and reduced meals should fill out the Bank of North Dakota Dual Credit Form and mail the completed form to: Bank of North Dakota, PO Box 5509, Bismarck, ND 58506-5509.

Entrance Requirements

Colleges use the ACT (preferred), SAT, COMPASS, PLAN, or CollegeBoard Accuplacer scores for student dual credit placement. Scores for admittance are:

ENGLISH English 110	ACT English sub test	SAT Writing	COMPASS Writing Skills	PLAN English sub test	ACCUPLACER Write Placer
	18	430	77	15	5
MATH Math 103	ACT Mathematics sub test	SAT Critical Reading+ Math	COMPASS Algebra	PLAN Mathematics sub test	ACCUPLACER Elementary Algebra
	21	990	49	19	116

Credit

- 2 - 4 semester hour college classes will be awarded ½ unit of high school credit
- 4 credit courses + a 1 credit lab course and 5 semester hour college courses will be awarded 1 unit of high school credit

Duration of course

A dual credit course must be, at maximum, a semester in length. A dual credit course taught in a high school *may not exceed a semester* in duration. However, a school may elect to offer the first semester of the course for high school credit only and then enroll students in the second semester for dual credit.

Traditional schedule

- 2–5 semester hour college classes will be taught for one period a day each day for one semester

Block schedule

- 2–5 semester hour college classes will be taught for one block period a day for 9 weeks

Modified block schedule with A/B classes

- 2–5 semester hour college classes taught in an A/B class under block scheduling will be taught every other day for one block period for 18 weeks

Grades

- The grade reported on the high school transcript will be identical to the grade reported on the college transcript.
- A high school operating under a weighted grading scale may assign a higher point value to the grade for calculating GPA but may not assign a higher grade to the course.

Mixed enrollment in dual credit classes

It is the strong recommendation of the Department of Public Instruction that only students enrolled for dual credit are placed in a dual credit course taught in the high school. The ND University System may dictate policy relative to this enrollment.

A student enrolled in a dual credit class (college class for which a student receives both high school and college credit) is enrolled in a COLLEGE class. All policies relative to attendance, curriculum, grading, etc. are determined by the college. The geographical location of the course (college campus, ITV, high school classroom, online/computer, etc.) may not pose justification for deviation from the college regulations and policies.

The ND Department of Public Instruction (NDDPI) and the ND University System (NDUS) would like to thank all of the North Dakota educators who contributed to the development of this unified policy and guidelines. It is our sincere hope that this policy definition will provide greater clarity in the operation of our state's dual credit programs.

If you have further questions regarding the revised process, please contact NDDPI (701-328-2295) or NDUS Academic Affairs (ndus.office@ndus.edu or 701-328-2960) for further clarification.

Revised July 24, 2013